



KENTUCKY EXPOSITION CENTER

MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

A **Method of Payment Form** must accompany a service order form to be considered complete – **no exceptions**.

Event Name: _____ Event Date(s): _____
Company Name: _____ Booth #: _____
Contact: _____
Address: _____ City/State/Zip : _____
Phone: _____ Email: _____

**Please read the Shipping and Material Handling Instructions on the
following page before proceeding with your order.**

MATERIAL HANDLING AND FREIGHT SERVICE

CATEGORY	DESCRIPTION	RATE PER CWT
A	Advanced Warehouse* – received two weeks prior to first move-in date	\$57.00
B	Targeted/On-site Shipments – received during move-in	\$53.00
C	Uncrated Advanced – Non-palletized/non-rolling/loose shipments that require special handling that is received two weeks prior to first move-in date	\$74.00
D	Uncrated Targeted – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site	\$69.00
E	Small Package Deliveries – UPS and FedEx: 1-49 lbs.	\$20.00
F	50-100 lbs.	\$45.00

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

*** Freight that is received before the advance warehouse date will be charged an additional \$7.00 per CWT.**

ESTIMATED MATERIAL HANDLING CALCULATION

	CATEGORY	# OF PIECES	CWT WEIGHT	CWT RATE	ESTIMATED TOTAL
Shipment 1	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____
GRAND TOTAL					_____

Prices are subject to change without notice.

Revised 10/01/2014



KENTUCKY EXPOSITION CENTER

SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.
UNMARKED SHIPMENTS WILL **NOT** BE RECEIVED.

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

OUTBOUND SHIPPING

- KEC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KEC will move shipments from exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will **NOT** pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KEC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will **NOT** be responsible for items after tendered to common carrier.
- **All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.**

Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.

EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:

SHIP TO:

NAME OF SHOW: _____ BOOTH NO. _____

COMPANY NAME: _____ PHONE (_____) _____

C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW: _____ BOOTH NO. _____

COMPANY NAME: _____ PHONE (_____) _____

C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW: _____ BOOTH NO. _____

COMPANY NAME: _____ PHONE (_____) _____

C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW: _____ BOOTH NO. _____

COMPANY NAME: _____ PHONE (_____) _____

C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209

SHIP TO:

NAME OF SHOW: _____ BOOTH NO. _____

COMPANY NAME: _____ PHONE (_____) _____

C/O KY EXPOSITION CENTER
937 PHILLIPS LANE
LOUISVILLE, KY 40209